

**LEGAL NOTICE  
REQUEST FOR QUALIFICATIONS/PROPOSAL  
TOWN OF ELLINGTON  
OCTOBER 26, 2012**

**HAZARDOUS MATERIALS TESTING SERVICES AT CRYSTAL LAKE  
ELEMENTARY AND WINDERMERE ELEMENTARY SCHOOLS**

Sealed proposals will be received by the Town of Ellington, acting through its Finance Officer to provide architectural and related consultant services. Proposals are to be marked **HAZARDOUS MATERIALS TESTING SERVICES** and delivered to the Finance Officer, Ellington Town Hall clearly marked, sealed and shall be directed to:

Nicholas J. DiCorleto, Jr., Finance Officer  
Town of Ellington  
55 Main Street  
Ellington, CT 06029


Proposals will be received until **2:00 P.M., THURSDAY, NOVEMBER 15, 2012**. Proposals will then be publicly opened, reviewed for compliance with proposal procedures as to copies, enclosures and attachments in the Meeting Hall of Town Hall.

The complete Request for Qualifications/Proposal may be obtained at the office of the Finance Officer, 55 Main Street, Ellington, Connecticut during normal business hours, or on the Ellington Town web site [www.ellington-ct.gov](http://www.ellington-ct.gov).

No proposal may be withdrawn for a period of ninety (90) days after opening of the proposals without approval and written consent of the Town of Ellington.

The Town of Ellington reserves the right to reject any or all proposals, to waive any informalities, omissions, excess verbiage or technical defects in the responses and the Town need not necessarily award the contract to the proposer offering the lowest price if, in the opinion of the Town, it would be in the best interest of the Town of Ellington to accept another proposal.

TOWN OF ELLINGTON

By   
Nicholas J. DiCorleto, Jr.  
Finance Officer

# Town of Ellington



## **Request For Proposals (RFP) for HAZARDOUS MATERIALS TESTING SERVICES at Crystal Lake Elementary and Windermere Elementary Schools**

All submittals must be made in accordance with the specifications supplied by:

Finance Officer  
Town of Ellington  
55 Main Street  
Ellington, Connecticut 06029

Submittals will be received in the Finance Office until **November 15, 2012, 2:00 PM  
Prevailing Time**

Nicholas J. DiCorleto, Jr.  
Finance Officer  
Town of Ellington  
55 Main Street  
Ellington, CT 06029

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## **1. INVITATION TO SUBMIT PROPOSAL**

The Town of Ellington is seeking to engage an Environmental Consulting firm to provide hazardous material testing and construction cost estimating services necessary to expand and renovate the Crystal Lake Elementary School located at 284 Sandy Beach Road and the Windermere Elementary School at 2 Abbott Road, both in Ellington, CT.

In order to be considered for this assignment, eighteen (18) bound copies and one (1) electronic copy on a compact disc of the Proposal shall be delivered to:

Finance Officer  
Town of Ellington  
55 Main Street  
Ellington, CT 06029

**No later than 2:00 PM, November 15, 2012** for Environmental Consulting firms.

All questions regarding this Request for Proposal shall be submitted, in writing, to Nicholas J. DiCorleto, Jr. Finance Officer via email at: [ndicorleto@ellington-ct.gov](mailto:ndicorleto@ellington-ct.gov) no later than October 23, 2012. The ATTACHMENTS to this proposal can be found at <http://ellington-ct.gov/Plugs/RFP.aspx>. In order to receive addendum and other information regarding this RFQ, if any, interested firms should reply to [ndicorleto@ellington-ct.gov](mailto:ndicorleto@ellington-ct.gov) with the firm name and contact person.

Subject to the limitations of Public Act 08-169, the Town of Ellington reserves the right to accept or reject any or all qualification statements or parts thereof, for any reason, if such action is in the best interest of the Town of Ellington.

**Pre-Bid Meeting - None Required.** However, interested respondents can tour the existing facilities by contacting Peter R. Williams, Owner's Agent, at (860) 870-3124 or [pwilliams@ellington-ct.gov](mailto:pwilliams@ellington-ct.gov).

**2. BACKGROUND:** On February 14, 2012 the residents of the Town of Ellington approved a \$18.457 million dollar expansion and renovation-as-new of the Crystal Lake Elementary School and the \$2.583 million dollar alterations for Windermere Elementary School. Accordingly, the Town of Ellington is seeking qualification statements and proposals for Environmental Consulting services to make our vision a reality.

Pre-Referendum Architectural and Engineering Design Services, including the development of a preliminary floor plan and site plan and project budget for the proposed 18,350 sf expansion and 29,600 sf renovation-as-new of the Crystal Lake School has been provided by Moser Pilon. The estimated construction cost of the project is \$14,242,500 excluding the FF+E costs. Windermere Elementary School is slated to have \$1.7M on interior building alterations and a new exterior playscape, excluding FF+E costs.

Refer to the document entitled Presentation to the Town of Ellington and Board of Education School Study prepared by Moser Pilon Nelson, dated November 10, 2011 for a complete description of the existing school facilities and the proposed projects. (See attachment)



### **3. BASIC INTENT OF THE PROJECT**

The purpose of this project is to expand and renovate the existing Crystal Lake School to “AS-NEW” conditions, with a well designed, user friendly, environmentally responsible, energy efficient building utilizing cost-effective/efficient building materials and systems that fulfills the educational specification requirements and creates a modern educational facility that will serve approximately 337 students. Alternative energy systems and green building concepts are encouraged and desired. The project must be designed, sequenced, scheduled and constructed while occupied with approximately 300 students and staff.

Windermere School will consist of refitting the school to serve grades pre-K thru 6 and changes in its core facilities will be changed to accommodate the younger grades and the fewer older children.

### **4. PROJECT SCHEDULE:** The project will be following the approximate schedule below:

- Advertise for Environmental Proposal (10/26/12)
- Receive Environmental qualifications and FEE PROPOSALS) (11/15/12)
- Environmental Interviews & Selection (11/30/12 )
- Environmental authorized to proceed and contract (12/6/12)
- Conduct testing 12/22/12 to 1/1/13
- Final report due 1/15/13

1. **5. QUALIFICATION CRITERIA:** Consultants are required to provide detailed qualifications and licensing to demonstrate its experience and ability to provide timely and quality testing upon which the Town and its architect can rely.

**6. EVALUATION CRITERIA:** The Permanent Building Committee will then evaluate the short listed firms using all of the Evaluation Criteria listed below and select the "most responsible qualified proposer" to perform the work.

- 1) Due consideration of the proposer's pricing for this project
- 2) Experience with work of similar size and scope as required for the order or contract
- 3) Organizational and team structure for the order or contract
- 4) Past performance data, including, but not limited to, adherence to project schedules and project budgets and the number of change orders for projects
- 5) The approach to the work required for the contract
- 6) Documented contract oversight capabilities
- 7) Litigation History
- 8) Current workload
- 9) Recent staff reductions .. identify if current staffing includes those staff that were assigned to the “Qualifying” projects listed above.
- 10) Reference Responses

**7. QUALIFICATION STATEMENT FORMAT:** Qualification Statements shall include the following information:

1. Letter of Interest –Include a brief history of the firm. Indicate the firm’s interest in the project.

2. Detailed information of the school projects used to meet Qualification Criteria #1 – 4, including: a description of the project, scope of services provided, year completed, construction cost and key staff assigned to the project with resumes. Also include the name, title and contact information of the owner's representative and the Environmental Consulting firm and its project manager for each project.

3. Standard Form 330 Qualifications, including:

Detailed information of the team's background and experience working on similar projects, including a description of the project and scope of services provided for each school project.

Proposed Project Team – Submit the names and brief resumes of proposed team members

4. Current & Future Workload – Please provide information indicating your firm's current workload and ability to perform the required services. Indicate if there have been any layoffs in the past 6 months.
5. Litigation History – Include a statement detailing whether your firm is currently in litigation or has been involved in litigation in the past five (5) years. If there is litigation history, please explain each occurrence and the circumstances with the outcome.
6. Acceptance of General Terms and Conditions, Insurance Requirements and Equal Opportunity Employment Requirements – Include a statement that the firm agrees to comply with all provisions in these three sections of the RFQ document.

Based upon the foregoing information the Permanent Building Committee may request interviews with one or more responders to confirm, clarify or resolve questions concerning the submittals and to define more precisely the PBC's needs and the information and results the respondent proposes to produce.

**8. SCOPE OF SERVICES AND FEE PROPOSAL FORMAT:** Firms shall submit the following information:

1. These services encompass those services needed to implement a successful and timely abatement program. These services will be provided cost effectively and in compliance with applicable laws and regulations of the U.S. Environmental Protection Agency, and the State of Connecticut. Services will include performing a survey of interior and exterior areas of the building to be affected, analyzing collected bulk asbestos samples and lead paint testing, PCB testing

### **Asbestos Inspection**

Conduct an inspection of the asbestos or suspected asbestos containing materials accessible in the buildings. During the inspection, evaluate and quantify the materials.

Collect samples of suspect bulk materials for analysis by polarized light microscopy (PLM) using approved EPA protocol in accordance with accreditation of the National Institute of Standards and Technology (NIST).

Collect a set of three samples of each suspect material, and will stop analysis on the set upon receipt of the first positive analysis.

### **Testing of Surfaces for Lead Based Paint**

Conduct a lead-based paint screening program using X-Ray Fluorescence direct read instrumentation to identify hot spots or lead levels that would require TCLP sampling.

Work must be done in consultation with State of Connecticut and Federal Regulations for Lead Poisoning Prevention and Control.

Collect paint chip samples from these surfaces for analysis by Atomic Absorption Spectrophotometry (AAS) and analyze these samples.

Determine the lead content of the paints so that the construction contractor will know their responsibilities under OSHA regulations. Also, determine the lead content of the painted surfaces involved can determine the need for a TCLP analysis.

### **Toxic Characteristic Leachate Procedure (TCLP)**

A TCLP analysis is required. The components intended for demolition will be made know to the consultant by the Architect in conjunction with their site visits at each school. The environmental consultant shall collect the TCLP sample as a representative by weight sample for the material scheduled for demolition. The TCLP sample should not be collected as a painted surface only sample.

### **Limited Testing for PCBs**

#### **PCBs in Window/Door/Building Systems**

The consultant shall perform limited demolition with renovation activities to the existing building which will involve disturbance of existing window, door and other building systems known to potentially contain PCBs .

Initial sampling of the interior and exterior window caulking and glazing compounds is to be performed . If PCBs are identified above regulated concentrations; supplemental sampling of the adjacent porous and non-porous building materials as well as soils and concrete/asphalt located below the window/door systems/building may need to be conducted. Fees for additional sampling, PCB specifications and a Self-Implementing On-Site Cleanup and Disposal Plan (SIDP) and specification for PCB's are covered in the Architect's scope of work, if needed.

Samples will be analyzed using EPA Method 3500B/3540C for extraction and analysis of samples using EPA Method 8082. Prepare a report summarizing the findings which documents sampling methods, the type, quantity and locations of each contaminant found.

- 2. Acceptance of General Terms and Conditions , Insurance Requirements and Equal Opportunity Employment Requirements – Include a statement that the firm agrees to**

comply with all provisions in these sections of the RFQ document.

**9. SELECTION AND CONTRACT FORM:** In order to be considered, eighteen (18) bound copies and one (1) electronic copy on a compact disc of the Proposal only shall be delivered to:

Finance Officer  
Ellington Town Hall  
55 Main Street  
Ellington, CT 06029

**No later than 2:00 PM, November 15, 2012.**

The Permanent Building Committee will evaluate the short listed firms using all of the Evaluation Criteria listed above and select the "most responsible qualified proposer" to perform the work.

A contract based on AIA Document B101-2007 has been negotiated between the Town of Ellington and the selected Architect. The Standard Agreement was modified so that it is consistent with the standard form of Agreement and as mutually agreed. A copy of this document is available on request.

A contract based on the Consultant's proposal and this RFQ/P will be negotiated between the Town of Ellington and the selected Environmental Consultant. The agreement shall be modified so that it is consistent with the standard form of Agreement and as mutually agreed.

#### **10. GENERAL TERMS AND CONDITIONS**

Prospective respondents must be willing to adhere to the terms and conditions of this request, including the following, and must positively state its acceptance and compliance with them in its response to this Request for Qualification and Proposals.

1. Acceptance or Rejection by the Permanent Building Committee – Subject to the limitations of Public Act 08-169, The Permanent Building Committee and the Town of Ellington reserves the right to accept or reject any or all qualification statements or parts thereof, for any reason, if such action is in the best interest of the Town of Ellington
2. Ownership of Documents – All proposals submitted in response to this RFP are to be the sole property of the Permanent Building Committee and subject to the provisions of Section 1-19 of the Connecticut General Statutes (re: Freedom of Information).
3. Ownership of Subsequent Products – Any product, whether acceptable or unacceptable, developed under a contract awarded as a result of this RFP is to be the sole property of the Permanent Building Committee unless stated otherwise in the RFP or contract.
4. Timing and Sequence – Timing and sequence of events resulting from this RFP will ultimately be determined by the Permanent Building Committee.
5. Oral Agreements – The Permanent Building Committee and the Town will not be responsible for any alleged oral agreement or arrangement made by a respondent with any agency or employee.
6. Amending or Canceling Requests – The Permanent Building Committee reserves the right to amend or cancel this RFQ prior to the due date and time, if it is in the best interest of the Permanent Building Committee and the Town to do so.

7. Rejection for Default or Misrepresentation – The Permanent Building Committee reserves the right to reject the proposal of a respondent that is in default of any prior contract with the Town or for a misrepresentation of facts or recitals.
8. Town's Clerical Errors in Awards – The Permanent Building Committee reserves the right to correct inaccurate awards resulting from its clerical error.
9. Rejection of Proposals - Proposals are subject to rejection in whole or in part if they limit or modify any of the terms and conditions and/or specifications of the RFP.
10. Changes to Proposals - No additions or changes to the original proposal will be allowed after one (1) hour prior to opening of the RFP.
11. Contract requirements – The contents of the proposal submitted by the successful respondent and the RFP will become part of any contract award.
12. Withdrawal of Proposal – Negligence on the part of the respondent in preparing the proposal confers no right of withdrawal after the time fixed for the acceptance of the proposal.
13. Assigning, Transferring of Agreement – The successful respondent is prohibited from assigning, transferring, conveying, subletting or otherwise disposing of the agreement, its rights, title or interest therein or its power to execute such agreement by any other person, company, or corporation without the prior consent and approval in writing by the Permanent Building Committee.
14. Cost of Preparing Proposal – The Town shall not be responsible for any expenses incurred by the organization in preparing and submitting a proposal. All proposals shall provide a straightforward, concise delineation of the firm's capabilities to satisfy the requirements of this request. Emphasis should be on completeness and clarity of content.

## **11. EQUAL OPPORTUNITY EMPLOYMENT**

- A. Every Contract made by or on behalf of the Permanent Building Committee and the Town for the design, construction, lease, alteration or repair of any public building or public work, or for the purchase, manufacture, sale or distribution of materials, equipment or supplies shall contain provisions providing for equal opportunity in employment.
- B. Every contract for the construction, alteration or repair of any public building or public work shall contain the following provisions:
  1. The Contractor agrees and warrants that in the performance of this contract he will not discriminate or permit discrimination against any person or group of persons on the grounds of race, color, religious creed, age, marital status, national origin, sex, sexual orientation, mental retardation or physical disability, including but not limited to blindness, unless it is shown by such contractor that such disability prevents performance of the work involved, in any manner prohibited by the laws of the United States, the State of Connecticut, or the Town. The Contractor also agrees to provide the Town with such information that they may request concerning the employment practices and procedures of the contractor as related to the provisions of this section.
  2. The aforesaid provision shall include, but not be limited to, the following: advertising,

recruitment, layoff, termination, rates of pay or other forms of compensation, conditions or privileges of employment, selection for apprenticeship, selection or retention of subcontractors, or in the procurement of materials, equipment or services.

3. The Contractor shall hereinafter post on the project site, in conspicuous places available for employees and applicants for employment, notices setting forth its non-discrimination requirements.
4. In all contracts between Contractor and any subcontractor or supplier either for work to be performed under a subcontract or the procurement of materials, equipment or services, each subcontractor or supplier shall be notified in writing by the Contractor of the Contractor's obligation under this contract relative to non-discrimination, and each subcontractor or supplier, by his contracting agent, shall agree to and be bound by the terms of this contract.
5. Nothing herein is intended to relieve any contractor from compliance with all applicable federal, state and municipal legislation or provision concerning equal employment opportunity, affirmative action, non-discrimination and related subjects during the term of its contract on this project.

## **12. INSURANCE REQUIREMENTS**

### **A. GENERAL REQUIREMENTS**

The Environmental Consultant shall be responsible for maintaining insurance coverage in force for the life of the contract of the kinds and adequate amounts to secure all of the Environmental Consultant's obligations under this contract with an insurance company (ies) with an AM Best Rating of A- VIII or better licensed to write such insurance in the State of Connecticut and acceptable to the Town of Ellington. The insurer shall provide the Town with Certificates of Insurance signed by an authorized representative of the insurance company (ies) prior to the performance of this contract describing the coverage and providing that the insurer shall give the Permanent Building Committee and the Town written notice of at least thirty (30) days in advance of any termination, expiration, nonrenewal or any and all changes in coverage.

Such insurance or renewals or replacements thereof shall remain in force during the Architect's and Environmental Consultant's responsibility under this contract. The Environmental Consultant, at the Environmental Consultant's own cost and expense, shall procure and maintain all insurance's required and shall include the Permanent Building Committee and the Town as Additional Insured on all contracts, except Workers' Compensation and Professional Errors and Omissions coverage.

In order to facilitate this requirement for insurance, it is recommended that the Environmental Consultant forward a copy of these requirements to their insurance representative(s).

### **B. SPECIFIC REQUIREMENTS**

#### **(1) Workers' Compensation Insurance**

The Environmental Consultant shall provide statutory Workers' Compensation Insurance, including Employer's Liability with limits of: \$100,000 Each Accident \$500,000 Disease, Policy Limit \$100,000 Disease, Each Employee

#### **(2) Commercial General Liability Insurance**

The Environmental Consultant shall carry Commercial General Liability insurance. A per occurrence limit of ***\$3,000,000 combined single limit bodily injury and property damage is required.*** Any deviations from the standard unendorsed form will be noted on the Certificate of Insurance.

**(3) Business Automobile Liability Insurance**

The Environmental Consultant shall carry Business Automobile Liability Insurance. A per occurrence limit of ***\$1,000,000 combined single limit bodily injury and property damage is required.*** “Any Auto” (symbol 1 or equivalent) is required. Any deviations from the standard unendorsed form will be noted on the Certificate of Insurance.

**(4) Excess Umbrella Liability Insurance**

The Environmental Consultant shall carry excess umbrella liability insurance in the amount of at least \$10,000,000 overlaying employers liability, commercial general liability (including completed operations), and business automobile liability coverage.

**C. SUBCONTRACTOR REQUIREMENTS**

The Environmental Consultant shall require that any subcontractors and independent contractors hired by the Environmental Consultant to carry sufficient amounts of insurance and to obtain Certificates of Insurance before subcontractors and independent contractors are permitted to begin work. The Environmental Consultant shall require that the Permanent Building Committee and the Town be included as Additional Insured on all subcontractors and independent contractors insurance before permitted to begin work. The Environmental Consultant and all subcontractors and independent contractors and their insurers shall waive all rights of subrogation against the Permanent Building Committee and the Town, and their offices, agents, servants and employees for losses arising from work performed by each on this contract.

**D. OTHER DATA**

The Permanent Building Committee reserves the right to amend amounts of coverage required and types of coverage provided based on work or service to be performed.

**13. INDEMNIFICATION**

A. The Environmental Consultant shall, at all times, defend, indemnify, protect and save harmless the Ellington Board of Education, the Town of Ellington, the Permanent Building Committee and their respective officers, agents and employees (collectively, the “Indemnitees”) from and against any and all liabilities, actions, claims, damages, losses, judgments, workers’ compensation payments, costs and expenses (including but not limited to attorneys’ fees) arising out of injuries to the person including death, property damage or other damages sustained by any of the Indemnitees, Construction Manager, or any other person, part or entity, to the extent any such injuries, damage or damages, are caused or alleged to have been caused in whole or in part by the negligent acts, omissions or errors of the Environmental Consultant or any of its officers agents representatives, employees or subcontractors. The expenses, covered by the foregoing indemnification shall include those to investigate, defend and settle any claim, judgment or payment of any legal liability. Upon demand of the Indemnitees, the Environmental Consultant shall immediately pay to the Town of Ellington the amount of any expenses incurred by any of the Indemnitees that is covered by the foregoing indemnification. The obligations of the Environmental Consultant under this indemnification shall survive the termination or expiration of this Agreement. The existence of insurance shall in no way limit the scope of this indemnification.

**14. ATTACHMENTS:**

The following attachments are included:

- Board of Selectmen November 28, 2011 meeting minutes with the Town of Ellington and Board of Education School Study prepared by Moser Pilon Nelson, Dated November 10, 2011, Project Budget, Project Schedule
- Board of Education mailing to residents on project
- Final Estimated Project Cost Summary, approved at Referendum-February 14, 2012

**15. OWNER FURNISHED INFORMATION:** The following information will be provided to the successful firms for use on the project:

- Asbestos Management Plan (Updated Summer, 08 – by others)
- A current A-2/T-2 Property Line and Topographic survey and wetlands delineation
- Original building plans dated 1964 and 1978
- Electronic dwg files of the Preliminary Floor Plan and Site Plan prepared for this project by Silver Petrucelli and Associates, Inc dated October, 2012

**END OF REQUEST FOR PROPOSAL**



**RETURN THIS FORM IMMEDIATELY!**

Acknowledgment: Receipt of RFQ/P Documents

**Request For Proposals (RFQ/RFP)  
for  
HAZARDOUS MATERIALS TESTING SERVICES  
at  
Crystal Lake and Windermere Elementary Schools**

Please take a moment to acknowledge receipt of the attached documents. Your compliance with this request will help us to maintain proper follow-up procedures while ensuring that all recipients have the opportunity to submit Proposal.

Date issued:

Date documents received

\_\_\_\_/\_\_\_\_/\_\_\_\_

Do you plan to submit a response?

Yes\_\_\_\_ No\_\_\_\_

Print or type the following information:

Company name: \_\_\_\_\_

Address: \_\_\_\_\_

Town or Town: \_\_\_\_\_

Phone: \_\_\_\_\_

Fax: \_\_\_\_\_

Email: \_\_\_\_\_

Received by: \_\_\_\_\_

**Note: Faxed acknowledgments are requested! FAX (860)870-3158  
A cover sheet is NOT necessary.  
IMPORTANT: DO NOT FAX PROPOSALS.  
PROPOSALS MUST BE SUBMITTED IN SEALED PACKAGE(S)**

**TOWN OF ELLINGTON  
RFP for  
HAZARDOUS MATERIALS TESTING SERVICES  
at  
Crystal Lake and Windermere Elementary Schools**

**FINANCE OFFICER  
55 Main Street  
ELLINGTON, CONNECTICUT 06029**

*Proposal Check List*

This form need not be returned with your submittal. It is suggested that you review and check off each action as you complete it.

- ☐ 1. The qualification has been signed by a duly authorized representative of the company.
- ☐ 2. Fee schedule has not been prepared for this initial RFQ submission.
- ☐ 3. Any technical or descriptive literature, drawings or proposal samples that are required have been included with the submittal.
- ☐ 4. Any addenda to this document have been acknowledged and included.
- ☐ 5. The envelope has been addressed to: Finance Officer  
Town of Ellington  
55 Main Street  
Ellington, CT 06029  
  
Re: RFQ/P HAZARDOUS MATERIALS TESTING  
SERVICES Crystal Lake and Windermere Elementary  
Schools
- ☐ 6. The envelope has been clearly marked with the proposal number and opening date.
- ☐ 7. Make sure the original is clearly marked.
- ☐ 8. The proposal is mailed or hand-delivered in time to be received no later than the designated opening date and time. Late responses are **NOT** accepted under any circumstances. Faxed responses are not accepted. Please allow enough time if mailing your submittal.

## TO THE ELLINGTON PERMANENT BUILDING COMMITTEE

### FEE PROPOSAL FOR: HAZARDOUS MATERIALS TESTING SERVICES

If shortlisted and with the interviews, the undersigned hereby proposes to provide HAZARDOUS MATERIALS TESTING SERVICES Environmental Consulting services as defined in the “**Request for Proposal for HAZARDOUS MATERIALS TESTING SERVICES at Crystal Lake and Windermere Elementary Schools Project**” attached hereto.

#### **CRYSTAL LAKE SCHOOL**(Quantities for less or more samples shall be added/credited on the unit price basis)

##### **Asbestos, Lead-Based Paint and Other Hazardous Materials Survey**

Labor including field work, lead inspections and report for the school \$ \_\_\_\_\_

Asbestos Bulk Samples for the building  
(estimate 200 PLM samples @ \$ \_\_\_\_\_ each) \$ \_\_\_\_\_

Asbestos Bulk Samples – PLM Point Count  
(estimate 8 samples @ \$ \_\_\_\_\_/sample) \$ \_\_\_\_\_

Asbestos Bulk Samples – TEM  
(\$ \_\_\_\_\_/sample – estimate 4 samples) \$ \_\_\_\_\_

Mileage Reimbursement – estimate \_\_\_\_\_ miles @ \$0.\_\_\_\_/mile \$ \_\_\_\_\_

**Estimated Total Hazmat Inspection Fee:** \$ \_\_\_\_\_

##### **Limited Testing for PCBs**

Labor to include field work and report preparation \$ \_\_\_\_\_

PCB samples – initial round of bulk samples  
Estimate 200 samples @ \$ \_\_\_\_\_/sample \$ \_\_\_\_\_

**Estimated Initial PCBs Testing Cost:** \$ \_\_\_\_\_

#### **WINDERMERE SCHOOL**(Quantities for less or more samples shall be added/credited on the unit price basis)

##### **Asbestos, Lead-Based Paint and Other Hazardous Materials Survey**

Labor including field work, lead inspections and report for the school \$ \_\_\_\_\_

Asbestos Bulk Samples for the building  
(estimate 48 PLM samples @ \$ \_\_\_\_\_ each) \$ \_\_\_\_\_

Asbestos Bulk Samples – PLM Point Count  
(estimate 4 samples @ \$ \_\_\_\_\_/sample) \$ \_\_\_\_\_

Asbestos Bulk Samples – TEM  
(\$\_\_\_\_/sample – estimate 2 samples) \$\_\_\_\_\_

Mileage Reimbursement – estimate \_\_\_\_ miles @ \$0.\_\_\_\_/mile \$\_\_\_\_\_

**Estimated Total Hazmat Inspection Fee:** \$\_\_\_\_\_

**Limited Testing for PCBs**

Labor to include field work and report preparation \$\_\_\_\_\_

PCB samples – initial round of bulk samples  
Estimate 48 samples @ \$\_\_\_\_/sample \$\_\_\_\_\_

**Estimated Initial PCBs Testing Cost:** \$\_\_\_\_\_

**(Do not include possible adjacent surfaces additional sampling costs)**

**Provide hourly rates by job classification for all direct employees and sub-consultant employees.**

In submitting this proposal, we agree:

- a) To hold our proposal open for 90 calendar days after the actual Proposal Opening date.
- b) To enter into and execute a Contract for the indicated services.
- c) To accomplish the work in accordance with the Contract Documents and within the Contract Time.

d) That receipt of Addendum(s) No. \_\_\_\_\_ is hereby acknowledged and all costs associated with it are included in the above prices.

Name of Company: \_\_\_\_\_ Date \_\_\_\_\_

Address \_\_\_\_\_  
\_\_\_\_\_

Telephone \_\_\_\_\_ Fax \_\_\_\_\_ email \_\_\_\_\_

Printed Name of Authorized Agent \_\_\_\_\_

Signature of Authorized Agent \_\_\_\_\_

Title of Authorized Agent \_\_\_\_\_



STATE OF CONNECTICUT – COUNTY OF TOLLAND  
INCORPORATED 1786

# TOWN OF ELLINGTON

55 MAIN STREET – PO BOX 187  
ELLINGTON, CONNECTICUT 06029-0187  
TEL 870-3100 FAX 870-3102  
[www.ellington-ct.gov](http://www.ellington-ct.gov)

MAURICE W. BLANCHETTE  
First Selectman

JAMES M. PRICHARD  
Deputy First Selectman

LAURIE E. BURSTEIN  
A. LEO MILLER, JR.  
LORI L. SPIELMAN  
RONALD F. STOMBERG  
JOHN W. TURNER

SPECIAL MEETING  
BOARD OF SELECTMEN  
Monday, November 28, 2011  
Town Hall - Meeting Hall

## Minutes

SELECTMEN PRESENT: Maurice Blanchette, A. Leo Miller, James Prichard, Ronald Stomberg and John Turner

SELECTMEN ABSENT: Laurie Burstein, Lori Spielman

OTHERS PRESENT: Nicholas DiCorleto, Director of Finance; Don Davis, Director of Emergency Management; Stephen Cullinan, Superintendent, Ellington Public Schools; Anthony T. Littizzio, BOE Director of Business Services; Board of Finance Members: John Rachek, Michael D. Varney, Richard J. Cleary, Jr. and Barry Pinto; Board of Education Members: Daniel C. Keune, Chair, Gary J. Blanchette, Ann Marie Hayes, Kristen Picard-Wambolt, James M. Stoughton, Howard Friedman, Tracey Kiff-Judson and Michael Young; Arlo Hoffman, Planning & Zoning Chair; Permanent Building Committee Members: Peter W. Welti, Chair, Thomas Adams, Gary T. Feldman, Sr., David Stavens and Jeffrey Gerber; Hugh Pearson, Moser Pilon Nelson Architects; Erin Quinlan, Patch.com

### 1. CALL TO ORDER

First Selectman Blanchette called the Special Meeting of the Board of Selectmen (BOS) to order at 7:32 p.m.

### 2. CITIZENS' FORUM: No one came forward.

### 3. BOE FACILITIES COMMITTEE:

- Review Plans for Expansion/Renovation of Crystal Lake School and Alterations/Re-tasking of Windermere School

Mr. Blanchette welcomed members of the Board of Finance, Board of Education, Permanent Building Committee, School Administration, other invited guests and members of the public. He introduced Stephen Cullinan, Superintendent of Ellington Public Schools, who will present an overview of the plans for the

renovation and expansion of Crystal Lake Elementary School and alterations and renovations for re-tasking Windermere Intermediate/Elementary School.

Mr. Cullinan said that the concept of renovating the Crystal Lake School has been talked about since the early 1990s. Formally, in 2004, there was a study committee for facilities, headed by Mr. Blanchette, including Mr. Miller as well as other members who now serve on the Board of Education. In 2004-2005, the Facilities Committee made a presentation to the BOS and the BOF. In 2006, there were several conceptual drawings that were done by Moser Pilon Nelson Architects with regard to options for Crystal Lake School, the Windermere School, the High School and the Middle School. In 2008, the economy was not in good shape, and the BOE decided that it was not a good time to present the proposals. In 2010, the BOE reformed its Ad Hoc Facilities Committee. The Town's purchase of 59 South Road makes it possible to present this proposal. Mr. Cullinan said it would be difficult to guess what position the Town would be in now had this property not been acquired.

Mr. Cullinan said that as they went forward with the process there were several options on the table. One was a very large expansion to the Middle School, adding 18 classrooms and putting grades 6, 7 & 8 there. On paper, it could be built, but in reality, it was not going to work. Mr. Cullinan said that he was glad that Mr. Varney, Fire Chief, was on the Committee at the time, as he pointed out that an emergency vehicle would not have been able to get to the back of the school, which pulled that option off the table. He said that anyone who has pulled in and out of the driveway at Crystal Lake School knows that it is not a good situation and a new entrance and exit, from a safety standpoint, needs to be done. There are a number of other inefficiencies in the school as well.

Mr. Cullinan said that from an enrollment point of view, the Ellington Public Schools have been growing. Each annual presentation to the BOF at budget time shows that the schools have grown by 20% in the last decade and are projected to grow approximately 20% in the next decade.

Mr. Cullinan introduced Mr. Hugh Pearson, Moser Pilon Nelson Architect, wjp presented a detailed PowerPoint presentation [attached]. He reviewed the proposed expansion and renovation of Crystal Lake School, as well as the proposed renovations to Windermere School. He provided a breakdown of anticipated costs, expected enrollment numbers, as well as the State of Connecticut reimbursement expected for each project, and the total projected cost to the Town. He reviewed the highlights of each area, as noted on the attached presentation.

Mr. Pearson noted one of the major concepts is that the State has put into law the need for building systems based on conventional/high performance equipment. In doing the renovation, it focuses on energy consumption, so instead of meeting established code, the project will exceed code by 21%. Therefore, the Town does a modeling process in terms of how the existing building would work as renovated under current code, and then designs into it factors of improved efficiency of mechanical systems in order to exceed code by 21%, in terms of energy use. One of the considerations is installing geo-thermal HVAC systems. The initial cost may not support full geo-thermal, but there may

be a hybrid approach that may be appropriate. The project will be full code compliant and full ADA compliant. Mr. Pearson also reviewed the acoustic standards that must be adhered to so that every student has an equal opportunity to hear in the classroom.

Mr. Pearson reviewed the process and time-line for building the Crystal Lake School expansion and completing the renovations, as outlined in the presentation. He said that the project will be sequenced for minimal disturbance. He said it will be approximately a 2-year time-frame of sequencing construction, with the completion anticipated to be the beginning of the school year in 2015. The schedule will be built into the contract documents and that has to be carefully managed during the process.

Mr. DiCorleto asked if the Crystal Lake School, after expansion, will be able to accommodate just the projected 337 students, or could it handle additional students. Mr. Cullinan responded that 337 students is what the expected enrollment is, but it will handle more students.

Mr. Turner asked if the cost estimates include furnishings, technology and an emergency generator for the building. Mr. Pearson said that it does.

Mr. Adams asked if when the Committee went through the process, did they look at past projects to determine if there are any lessons that could be learned going forward and Mr. Pearson said that you always learn from past projects. He said that the intent is to have open communication between the Building Committee and the Superintendent's Office. Mr. Cullinan added that during the development process, members of the Committee and members of the BOE have been involved.

Mr. Gary Blanchette asked if there are better companies out there for construction than the one that has been used. Mr. Pearson said that more and more projects are utilizing construction management, in terms of the advisor version as opposed to the construction manager at-risk version. He said that the impression at this point is more that considering general construction, if you get the right company, based on the size of the project and the money involved, a good general contractor might be a better approach, but sometimes when you get into a complicated job when you are renovating an occupied building, construction management can have advantages, too.

Mr. Rick Cleary asked what kinds of contingency numbers have been put on the project. Mr. Pearson said that there will be some design contingency, construction contingency and there is some cost escalation built in.

Mr. Kuene said that as a point of interest, one that the Facilities Committee addressed that hasn't come up yet tonight, is the availability of adequate fire safety vehicles. He said that the Crystal Lake Fire Department has a relationship with two area fire departments that have adequate equipment, so they will not be requesting a new truck. The Fire Department did make a request for installation of a pipe at a nominal cost that would be done during construction which would make it beneficial in dealing with a fire situation.

Mr. DiCorleto asked if the Crystal Lake School gym will have showers, in the event the building needs to be used as a shelter. Mr. Pearson said that there will be showers.

Mr. Cleary asked if the proposal to change the Center School to K through 6, and move the Pre-K out, will be done with no renovations and at no cost. Mr. Cullinan said that there may be some slight renovation costs that would come under the operating budget, such as furnishings, if one of the classrooms is redesigned to accommodate a science classroom.

Mr. DiCorleto asked if, with grades 5 and 6 moving to the Center School, there will be a need for new athletic fields. Mr. Cullinan responded that there is no space for athletic fields, so the present space will remain as is.

Mr. Miller said he mentioned some time ago his concerns with a safety issue regarding detention ponds. Mr. Pearson said he understood Mr. Miller's concerns.

Mr. Cleary asked if additional staff will be required in this proposal. Mr. Cullinan said that there will be a need for two teachers; one for grade 5 and one for grade 6. This adds a cost of two teaching positions with benefits. He said that, unrelated to the project, several years ago Ellington cut 1.6 physical education positions and 1 art position. He said that at some point, regardless of the project and enrollment, there will be a need for an additional art teacher.

Mr. Welti asked if, as the public meetings start, consideration has been given to potential questions such as the fact that fifteen years ago, Ellington had three K through 6 schools and now is proposing to go back to that model. Mr. Cullinan said that the number one issue is space. The most cost-effective manner to take care of the enrollment of this district over the next decade is this plan, which offers the most sound educational program.

Mr. Cullinan asked anyone who may think of additional questions after the meeting to call or email him. He noted that if there are approvals to move forward with referendum, there will be a number of public forums in the community to address questions.

Mr. Blanchette thanked all for attending.

4. ADJOURNMENT:

MOVED (STOMBERG), SECONDED (MILLER) AND PASSED UNANIMOUSLY, BY THOSE PRESENT, TO ADJOURN THE MEETING OF THE BOS AT 8:36 P.M.

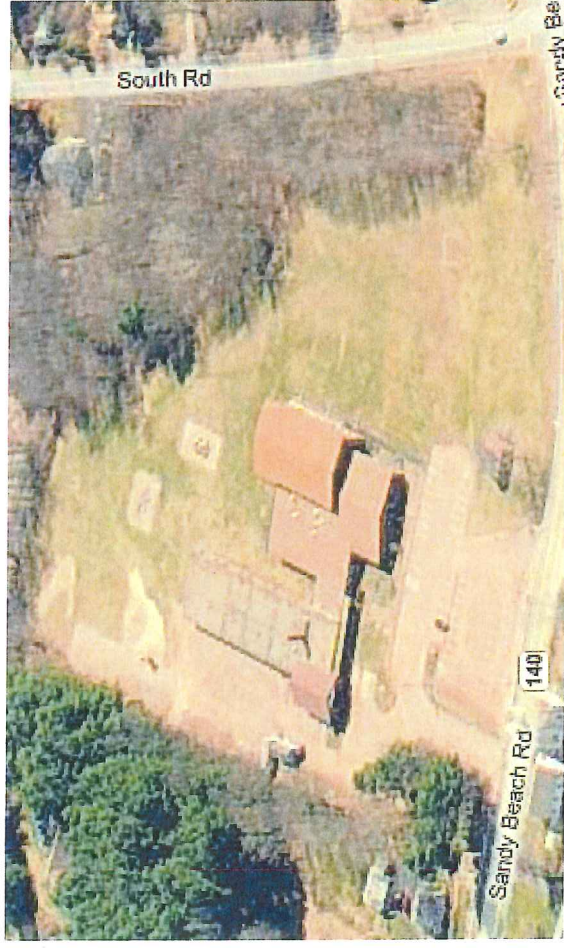
Submitted by

  
LouAnn Cannella

Approved by

  
Maurice Blanchette





**Crystal Lake Elementary School**



**Windermere Intermediate / Elementary School**

# Presentation to **Town of Ellington** **Board of Education**

## SCHOOLS STUDY TASK B

November 10, 2011

MOSER  
 PILON  
 NELSON  
 ARCHITECTS



# Crystal Lake School

- Currently a neighborhood K-4 grade school
- Proposed change to a neighborhood K-6 school
- Acquisition (Site 59 South Road)

Estimated K-6 enrollment 337 students

Square footage  
Existing = 29,600 SF  
Proposed = 18,350 SF  
Total = 47,950 SF

Maximum State reimbursement potential for application year 2012 58.12%

Reimbursement projection per space standards 54.38%

Partial and ineligible costs est. 4%

Net reimbursement from State of Connecticut 50.38%

ELLINGTON (MAX REIMB. RATE = 58.12%)  
CRYSTAL LAKE

## SPACE STANDARDS WORKSHEET

This worksheet should be completed and submitted with the application for any N (new), E (extension), A (alteration), or RENO (renovation) project, or combination of such types of project.

### State Standard Space Specifications

Pre-K and K	1	2	3	4	5	6	7	8	9	10	11	12
0 - 350	124	124	124	124	156	156	180	180	180	194	194	194
351 - 750	120	120	120	120	152	152	176	176	176	190	190	190
751 - 1500	116	116	116	116	148	148	170	170	170	184	184	184
Over 1500	112	112	112	112	142	142	164	164	164	178	178	178

1. Under the column headed "Projected Enrollment", find the range within which your school's highest projected 8 year enrollment falls.

2. Using the figures on that line, complete the grid below for only those grades housed within the school.

Pre-K	6	7	8	9	10	11	12
K	156						
1	156						
2	156						
3	156						
4	156						
5	156						
(a) Total (grades Pre-K through 12)	932						
(b) Number of grades housed	7						
(c) Average [(a)/(b)]	133.14						
(d) Highest Projected 8-year Enrollment	337						
(e) Maximum Square Footage [(c) x (d)]	47,950						

3. Total square footage at completion of project:

a. Existing area constructed pre-1950. 29,600

b. Multiply "a." by 80% 23,680

c. Area (at completion of project) constructed 1950 or later. 47,950

d. Square footage for space standards computation (b+c). 47,950

If line 2(e) is greater than line 3(c) there is no grant reduction.

If line 3(d) is greater than line 2(e), divide line 2(e) by line 3(d).

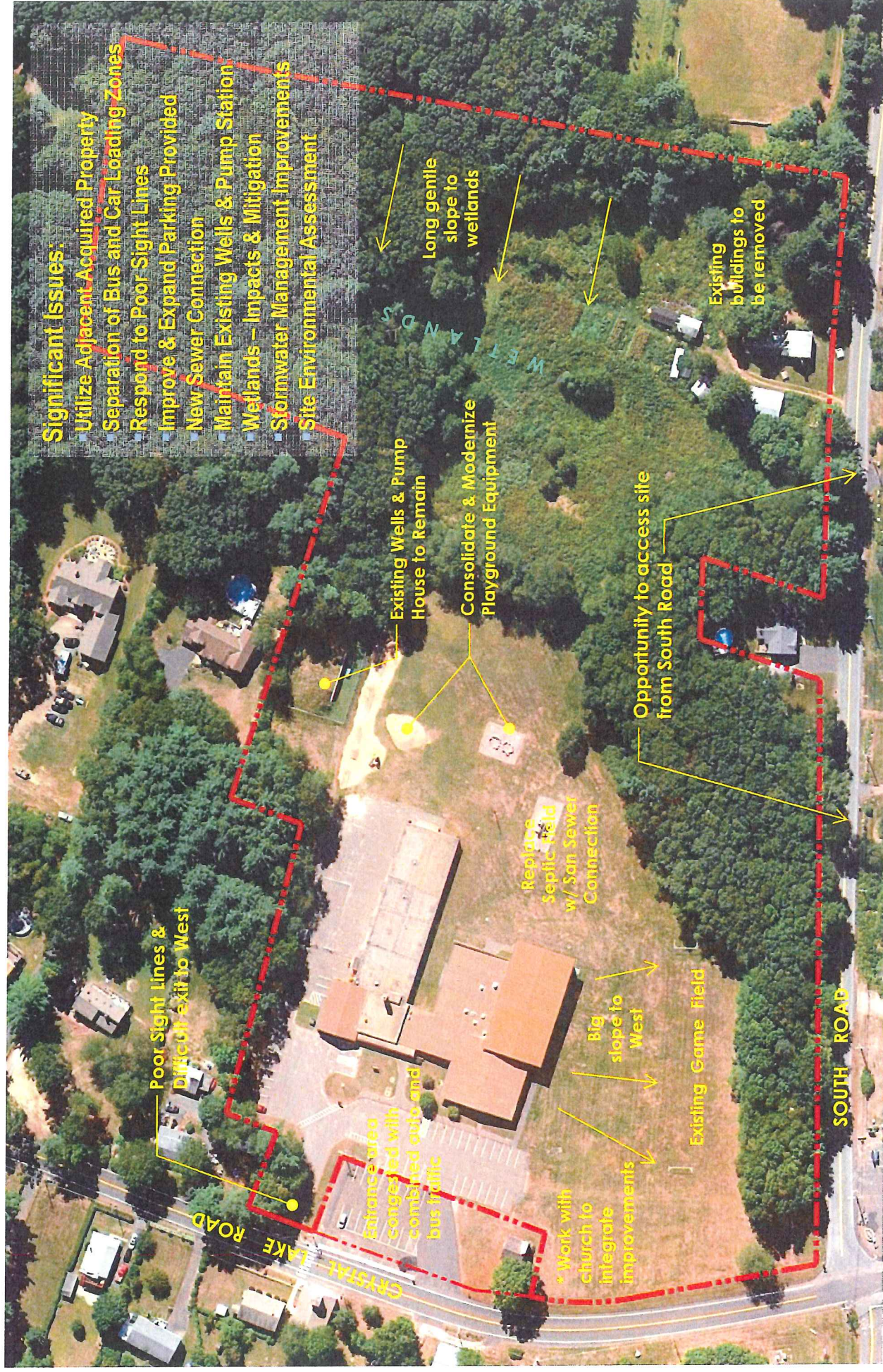
\* This factor will be used to reduce total eligible costs because of space in excess of the maximum eligible for reimbursement.

If a project exceeds the standards solely as the result of extraordinary programmatic requirements, the superintendent may submit a request to the Commissioner for a waiver. A detailed list of space allocations for all extraordinary programs with explanations must be included with the request.

( NET REIMBURSEMENT = 54.38% )

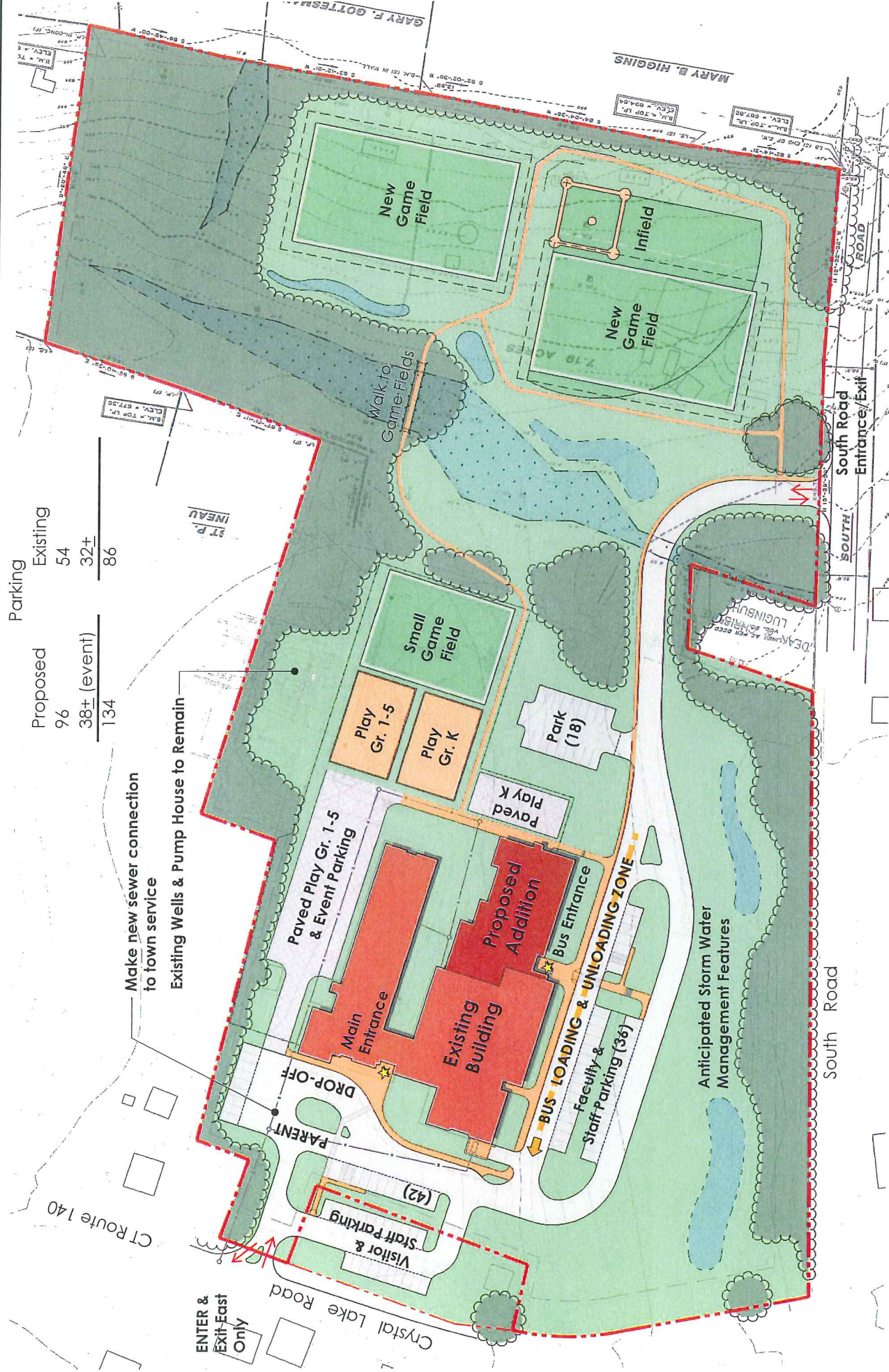


# Crystal Lake School Ex. Site Conditions



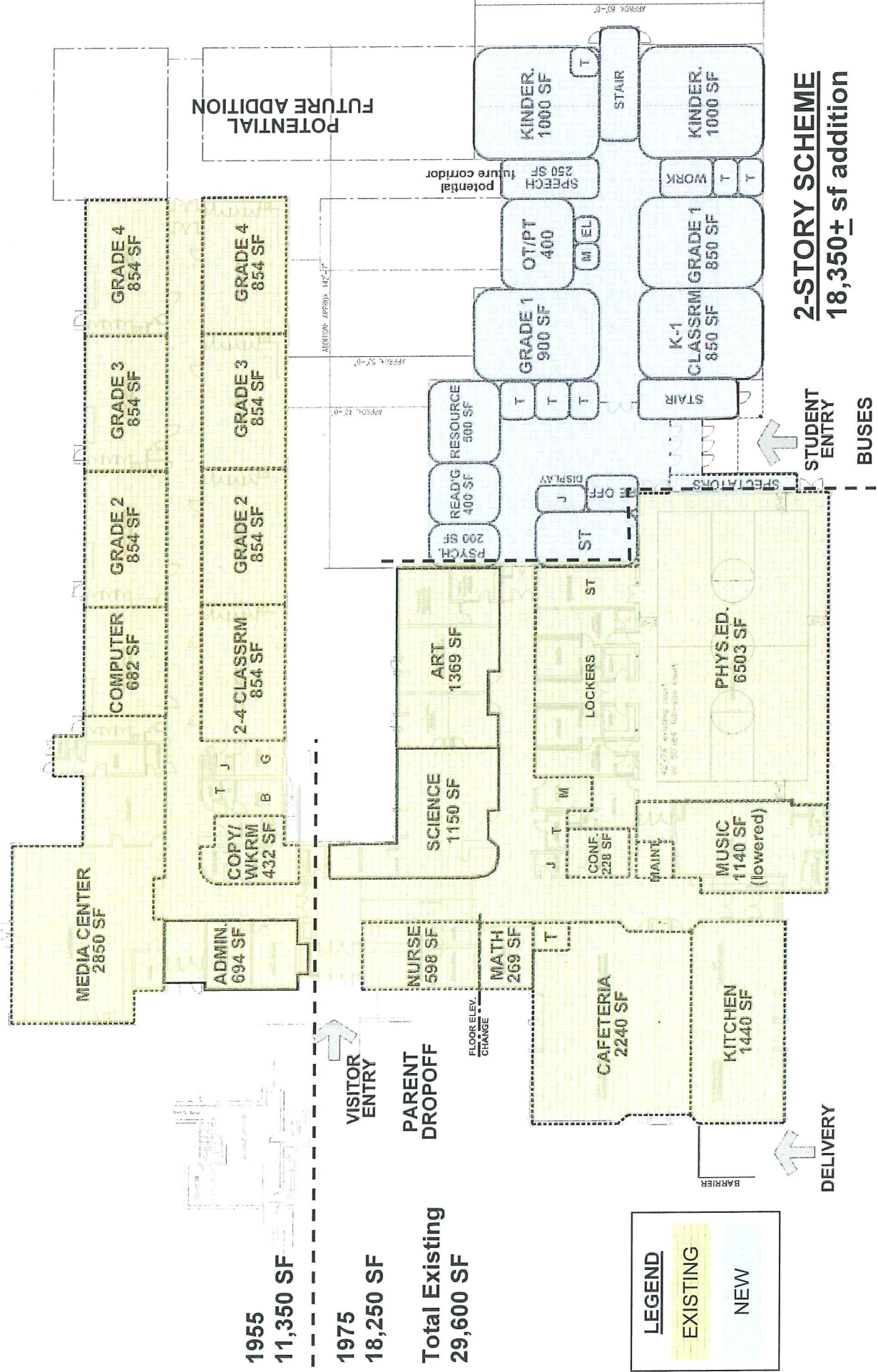


# Crystal Lake School Site Plan



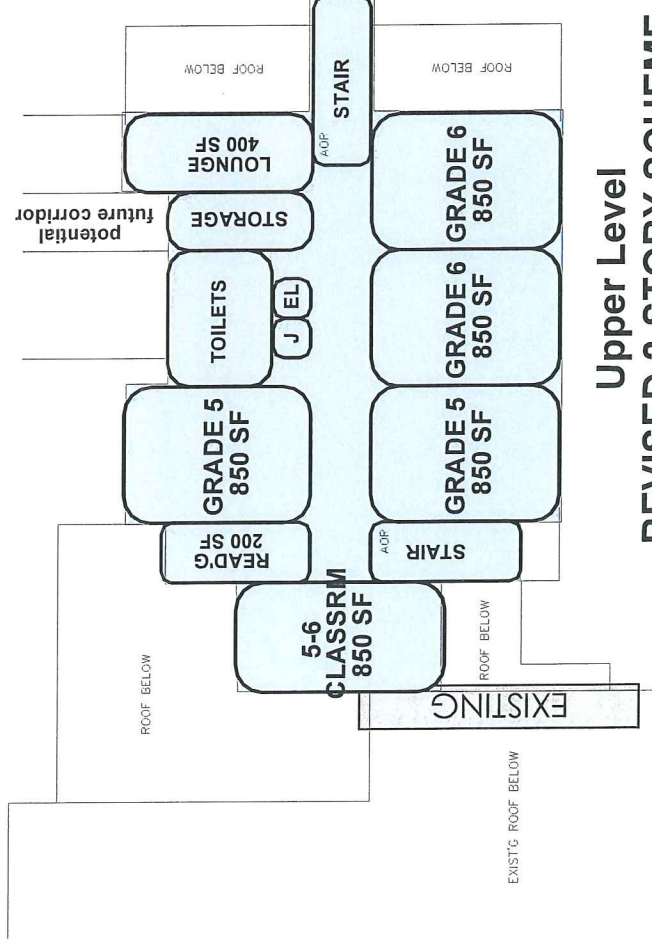


# Crystal Lake School Programmatic Plan





# Crystal Lake School



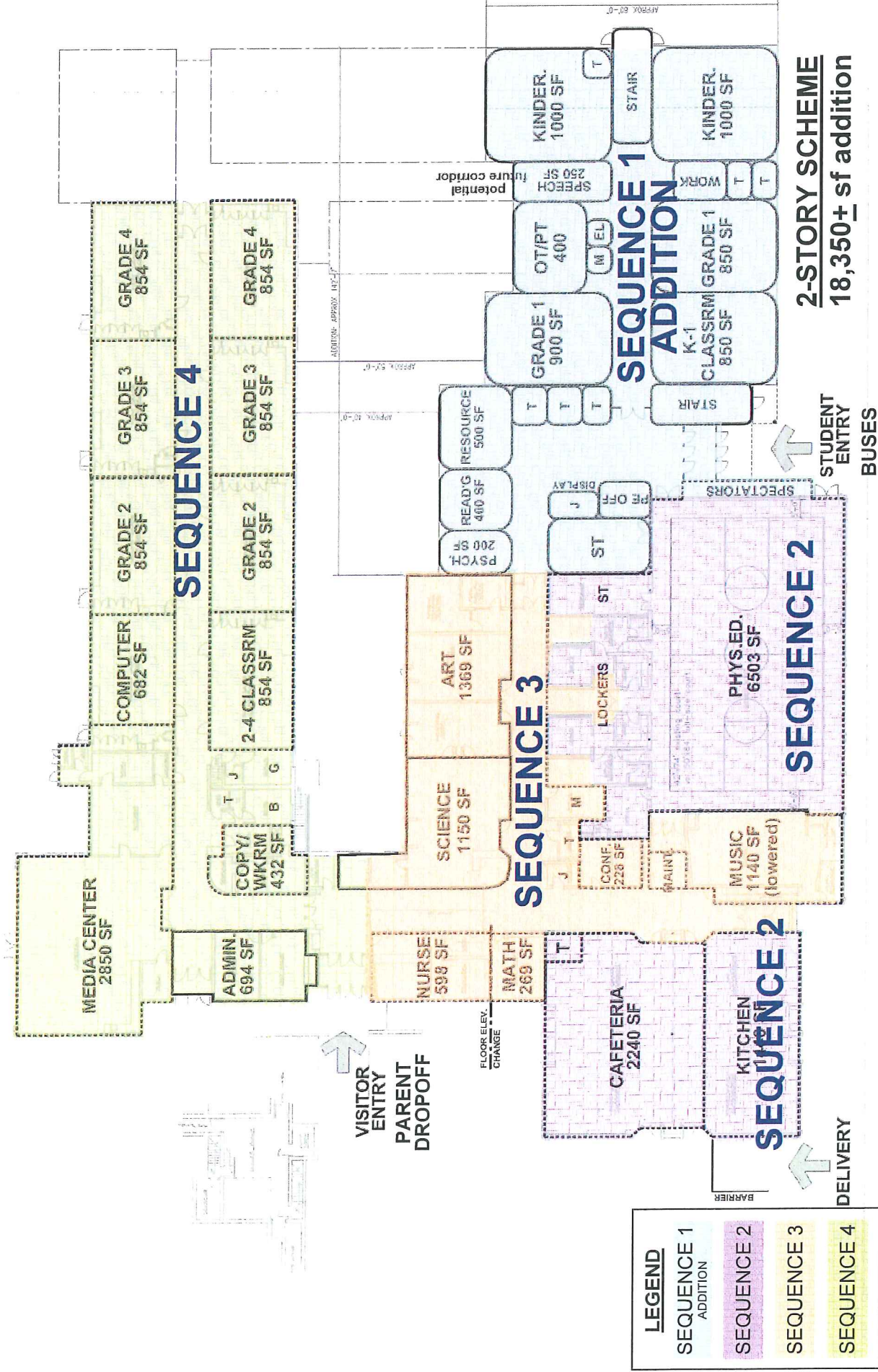
**Upper Level  
REVISED 2-STORY SCHEME**

## Scope

- Full “renovation;” like new
- Building envelope, systems
- High performance (comparable to LEED Silver)
- Consider geo-thermal/conventional HVAC
- Code compliance
- ADA
- Hazmat
- Acoustic standards
- Core facilities for K-6 (media center, gym, cafeteria)

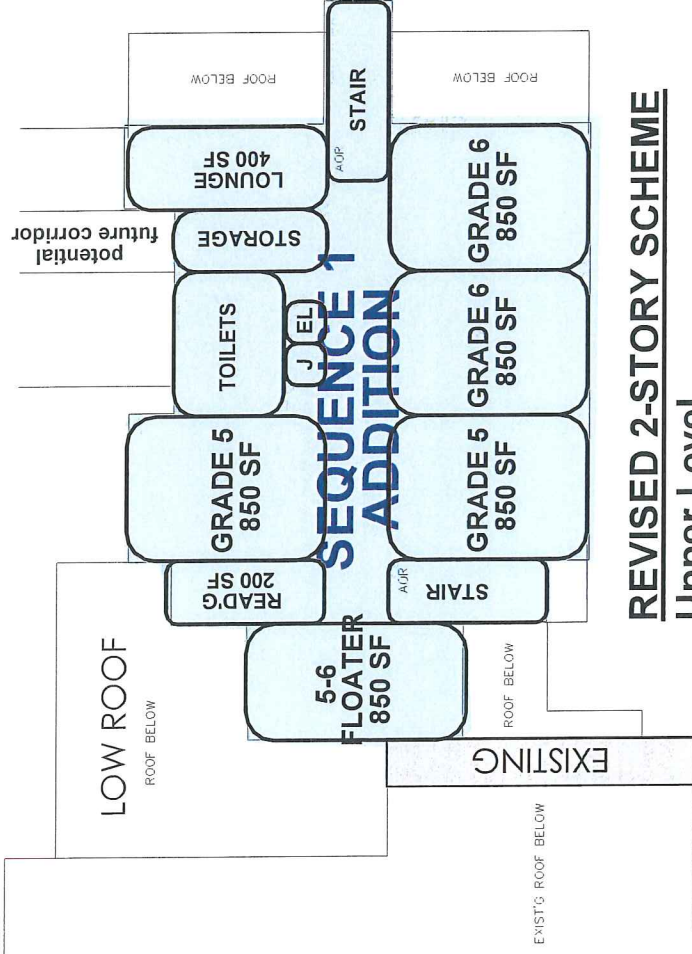


# Crystal Lake School Construction Sequencing





# Crystal Lake School



## REVISED 2-STORY SCHEME

## Upper Level

# Schedule

- Construction while occupied
- Schedule incorporated into construction documents
- Separations of students / construction
- “Quiet” times for testing
- Coordinate with officials for egress and safety
- Limited programs “on a cart”?

Year	Year 2013				Year 2014								Year 2015														
Month	9	10	11	12	1	2	3	4	5	6	7	8	9	10	11	12	1	2	3	4	5	6	7	8	9		
Sequence 1					New Addition							*	K-4 occupancy														
Sequence 2									Summer plus: Roof, Abatement, Systems																		
Sequence 3									Summer plus: 1977 Kitchen/Café/Gym																		K-6 occupancy
Sequence 4																							1955 Wing			*	
Close out																							As-builts punch list			State Audit	



## Scope

- # Programmatic Alterations

## Scope

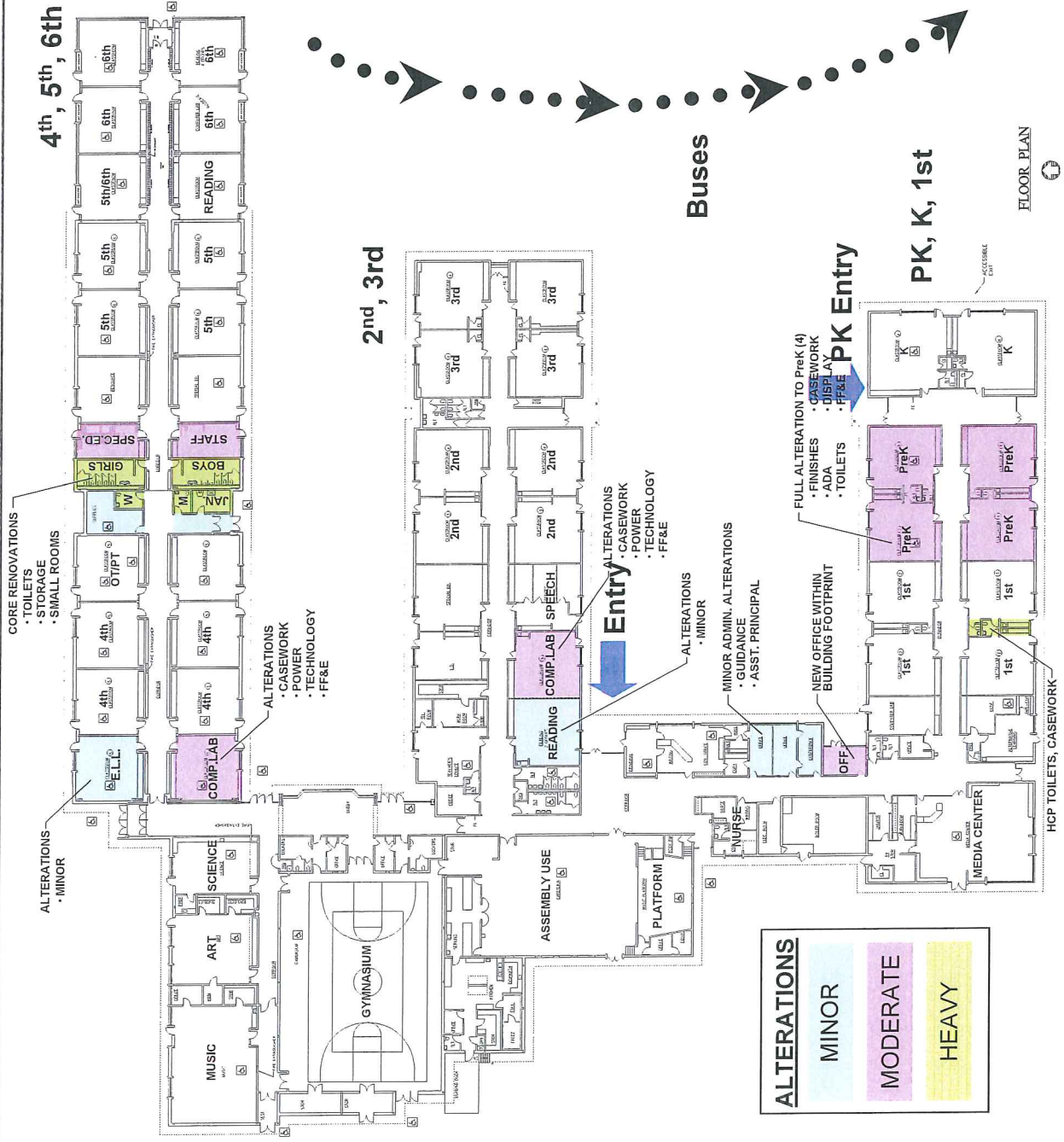
- # Programmatic Alterations



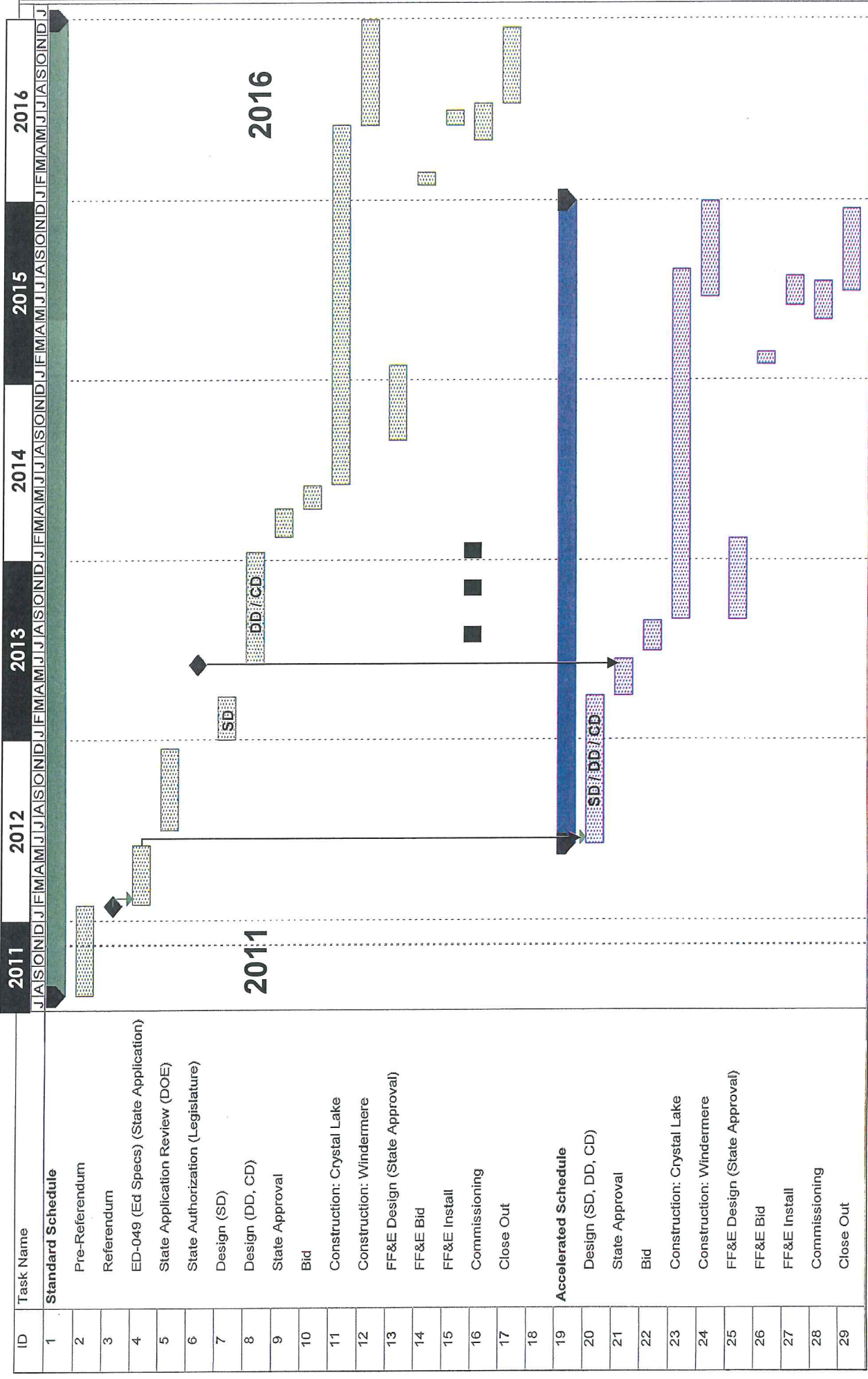
# Windermere School

# Construction Schedule

- Work over summer(s)
- Work after Crystal Lake



# Conceptual Schedule





# Estimated Project Cost Summary

- Crystal Lake Notes:**
- Building systems are based on conventional/high performance equipment.
  - Geo-Thermal (Hybrid scenario) may add up to \$1m. Detailed site/soils analysis/engineering are required to further define scope and budget.
- Site Acquisition Notes:**
- Costs are not included in project costs as it was a previous acquisition, however estimated reimbursement costs are included here.
  - Existing site = 9.07 acres.
  - Added site = 7.19 acres.
  - Total site = 16.26 acres; Allowable acres for reimb. = 13.37 acres
  - Est. acquisition reimbursement = 47.79%

Crystal Lake	Windermere	Combined Totals
Bldg Envelope renovate	Bldg Envelope renovate	
new	new	
\$ 1,770,800	\$ -	
\$ 1,659,300	\$ -	
Bldg Infrastructure renovate	Bldg Infrastructure renovate	
new	new	
\$ 1,264,000	\$ 64,697	
\$ 629,600	\$ -	
\$ 3,398,000	\$ 214,000	
Site	Site(PK playscape)	
Renovations	Renovations	
\$ 3,792,800	\$ 1,747,618	
Additions	Additions	
\$ 1,728,000	\$ -	
Total Const	Total Const	\$ 16,268,815
FF&E & Technology	FF&E	\$ 1,100,000
Soft Costs 20%	Soft Costs 20%	\$ 3,253,763
<b>Total Project</b>	<b>Total Project</b>	<b>\$ 20,622,578</b>
Est Reimb. Bldgs	Est Reimb.	\$ 10,380,035
Est Reimb. Site Acquisition		\$ 162,486
<b>Total Town Cost</b>	<b>Total Town Cost</b>	<b>\$ 10,080,057</b>

Site Acquisition-Estimated	
7.19 acres	\$ 340,000
Est.Reimb. @ 47.79%	\$ 162,486
Total Town Cost	\$ 177,514



The Board of Education is hopeful that its request for the Elementary School Expansion and Realignment project be reviewed and approved by the Board of Finance on January 3, 2012 and the Board of Selectmen on January 9, 2012. These approvals should lead to a Town Meeting on January 31, 2012 with a referendum for consideration of the proposed project by the citizens of Ellington tentatively scheduled for February 14, 2012.

For additional information, visit the Board of Education Web Site at  
<http://www.ellingtonpublicschools.org/>



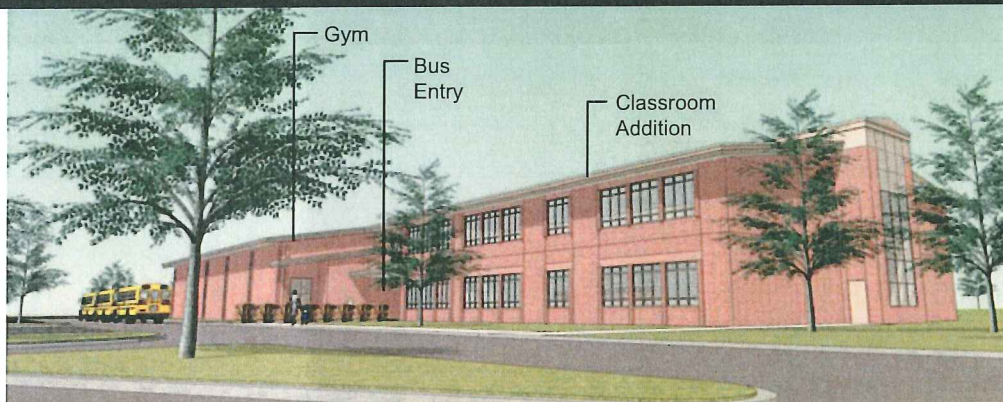
Ellington Board of Education  
47 Main Street  
Ellington, CT 06029

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## Elementary School Expansion and Realignment

**Crystal Lake School**  
Ground View from  
Bus Loop



**Crystal Lake School**  
Aerial View from South Road

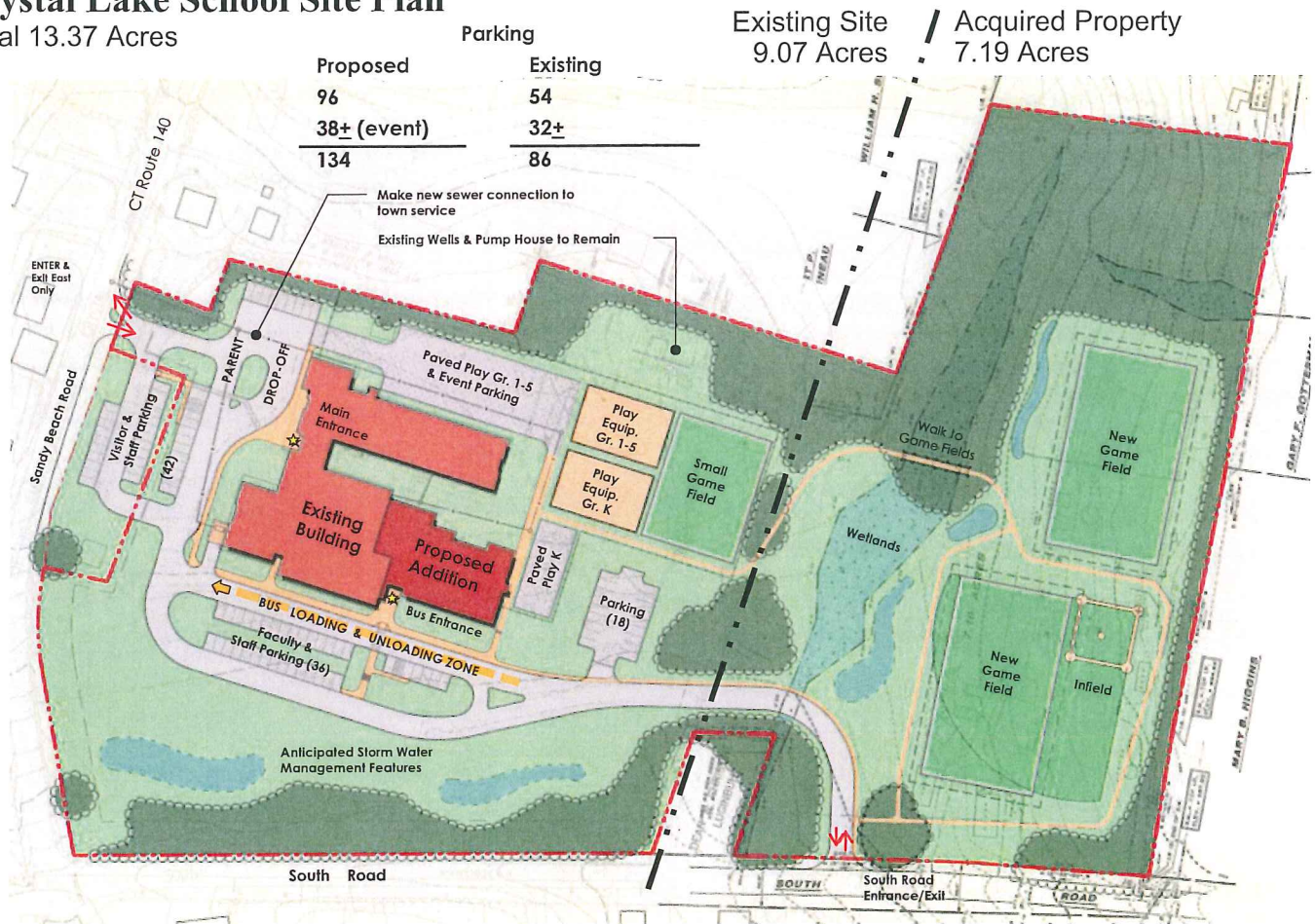


# Background/History of Elementary School Expansion and Realignment Project

<b>Early 1990's</b>	Discussions begin regarding the need to renovate Crystal Lake School.
<b>2001</b>	Renovation of Crystal Lake School was considered for inclusion but then eliminated from the 2001 project which renovated and expanded Center School and Ellington High School.
<b>2003-2005</b>	The Board of Education created a School Facilities Study Committee that met throughout 2004 and presented a formal report in March 2005.
<b>2006</b>	The Town of Ellington authorized obtaining costs estimates and conceptual drawings for projects at Crystal Lake School and Ellington Middle School
<b>2007</b>	The Board of Education contracted with the New England School Development Council (NESDEC) to complete a Long-Range School Facilities Planning document; report presented in April 2008.
<b>2008</b>	The Board of Education created an Ad Hoc Facilities Committee, which continued working on this process throughout 2009 and 2010 and expanded its membership to include a representative of the Board of Finance, the Board of Selectmen and the Crystal Lake PTO.
<b>2010</b>	The Ad Hoc Facilities Committee requested a more detailed analysis of proposed projects at both Ellington Middle School and Crystal Lake School. The report presented in August 2010 also reviewed the impact of the addition of the property at 59 South Road upon a project at Crystal Lake School.
<b>August 2011</b>	Mr. Hugh Pearson of Moser Pilon Nelson, Architects, presented a conceptual drawing of a renovation and expansion project at Crystal Lake School with some alterations to Windermere School to accommodate the district special education pre-school program.
<b>November 2011</b>	The Board of Education approved the recommendations of the Ad Hoc Facilities Committee and presented the proposed project at a meeting of the Board of Selectmen on November 28, 2011. Members of the Board of Finance and the Permanent Building Committee were also in attendance.

## Crystal Lake School Site Plan

Total 13.37 Acres



## Project Description

### Crystal Lake School

Crystal Lake School will be expanded and fully renovated as part of the reconfiguration from a K-4 to a K-6 school. The proposed addition of 18,350 sf will provide for a facility totaling 47,950 sf. The addition will consist of classrooms and student support areas with a primary entrance/exit for buses, separate from the entrance for parent drop off and visitors. The existing portions of the school will receive alterations to support the K-6 educational program, including a larger cafeteria, new kitchen, and larger media center. The renovations will include the replacement of all systems (mechanical, electrical, etc.), increased thermal performance of the building envelope, full code and accessibility compliance, and compliance with the State's High Performance regulations for energy efficiency and sustainability. The site, recently expanded to 16 acres with the acquisition of the adjacent parcel to the south will provide increased parking, improved on site traffic flow with separation of buses, and cars, sewer connection to Route 140, new playfields and play equipment.

### Windermere School

Windermere will undergo limited programmatic alterations within the building footprint to support the change from K-4 with district wide grades 5 & 6 to a K-6 with full district Pre-K. Spaces will be converted to Pre-K, computer labs, administration, misc. student support, and toilet rooms. A new Pre-K play area will be created on the site. No other site work, nor expansion of the building will occur.

## Question and Answers

### Will the project accommodate Ellington students for the foreseeable future?

Enrollment and capacity studies indicate that our schools should support our projected student population through the year 2021. Members of the Board of Education, as well as members of other town boards and the community, have been engaged in analyzing enrollment and facility needs for the school district for a number of years. The proposed building project is designed to meet the projected enrollment demands in a cost-effective manner.

### What would occur if this project is not completed?

If additional classroom space is not constructed, the district would be required to phase in the use of portable classrooms as enrollment dictates. Portable classrooms are not cost effective and experience has shown significant problems related to their use. The town would also need to begin the expensive process of addressing age related issues and programmatic deficiencies within the buildings with the understanding that these upgrades would likely not meet the long term needs for the buildings.

### What will the impact on the elementary schools be?

Under the proposed configuration, each of the three elementary schools will serve students in grades K-6 and will operate on a common schedule. Additionally, the preschool program currently housed at Center School will be relocated to Windermere.

### Why did the Board of Education recommend a two-story addition to Crystal Lake School?

A two-story addition would preserve some land for a future expansion if needed, while a single story addition would exhaust the available footprint and eliminate any flexibility for future expansion on the property.

### Why does the Board of Education recommend that this project be done now?

Enrollment across the Ellington Public Schools increased twenty percent over the last decade and is projected to increase by another twenty percent over the upcoming decade. Quite simply, if we do not act now, we will not have sufficient space for the elementary school population. The growth in student enrollment has already led to significant overcrowding at Windermere School. There are currently 853 students in the school and enrollment continues to grow. Intermediate students have limited access to technology as the computer lab was eliminated to make room for a ninth grade five classroom.

The safety issues created by the current entrance/exit to Crystal Lake School continue to be of significant concern. At Crystal Lake School, the core facilities and systems are aging. The gymnasium floor is cracking, the kitchen has deteriorating asbestos floor tiles, and the heating system is antiquated and inefficient. Art instruction takes place in the cafeteria and cannot be scheduled during lunch periods. Music instruction takes place on the stage in the gym and cannot be scheduled while physical education classes are being held.

### Are there any additional benefits to the community as a result of this project?

The project includes the construction of two new game/regulation-sized soccer fields which will be available for use by the Recreation Department. Improvements to the core facility will provide town organizations with needed meeting space. In addition, Crystal Lake School will have improved facilities, such as showers and cot storage, which will allow it to be used as an emergency shelter.

### Will technology be addressed?

Technology is essential to effective instruction in the 21st century. The project plan includes technology upgrades in classrooms at Crystal Lake, which can include interactive "Smart" boards, enhanced audio-visual systems, wireless computer capabilities, local and school wide communications, and enhanced internal and external building security. At the current time, Windermere School has a single computer lab for 850 students, severely limiting hands-on access to technology for students. The reduction in enrollment at Windermere will allow a room that is currently a general education classroom to be used as a computer lab.

### Will the renovated facilities require additional staffing?

Reconfiguring the elementary schools into three K-6 schools will require two additional teachers, one at grade five and one at grade six. Other staff members may need to be reassigned to reflect the change in configuration. Any additional staffing will be the result of continued growth in enrollment.

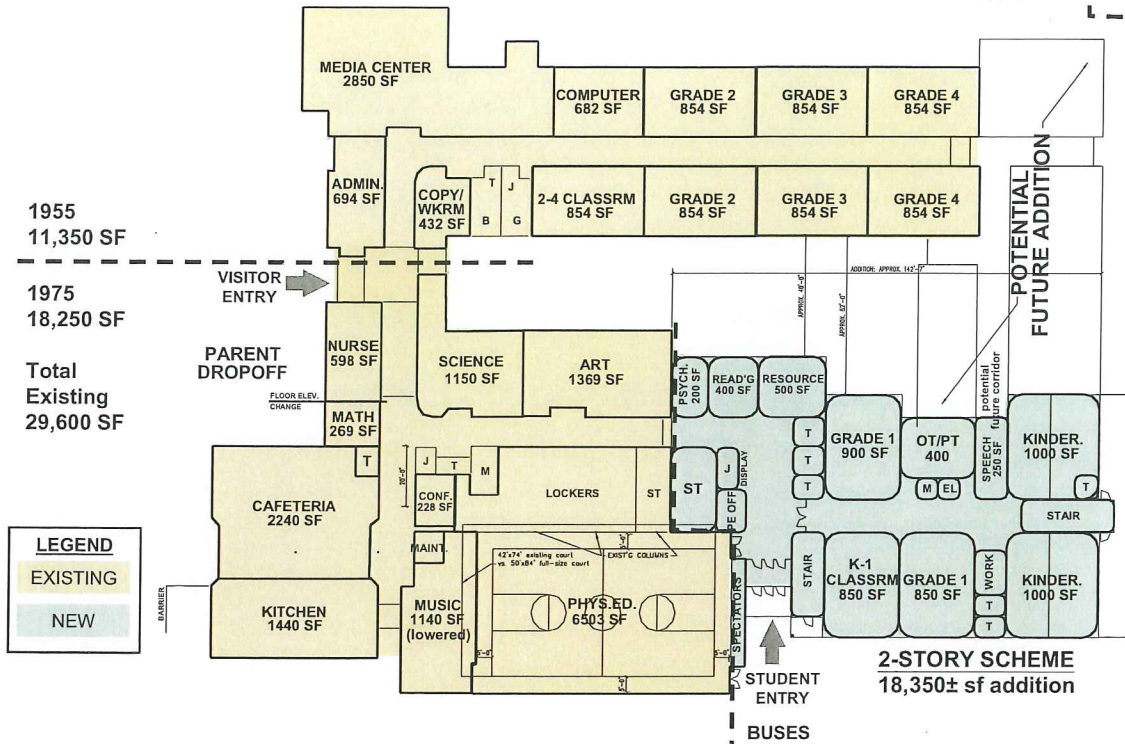
### How will the project address energy efficiency and concerns regarding green technology?

New State of CT regulations known as "High Performance," comparable to LEED (Leadership in Energy and Environmental Design); "green" technology is a part of any significant renovation or new construction. The focus is on long term efficiency of the building's envelope (roof, walls, windows, doors), fuel consumption, improved interior environment for air quality, acoustical control, use of natural daylight with reduced/improved quality of artificial light. In addition recycling of materials both during construction and after occupancy will help to teach proper stewardship of our built environment and the efficient use of limited resources.



# Crystal Lake School Building Plan

Total Proposed Square Footage = 47,950



- Full “renovation” like new: Building envelope, systems
- High performance (comparable to LEED Silver)
- Consider geo-thermal/other newer technologies
- Code compliance/ ADA/ Hazardous material removal
- Acoustic standards

## Construction Sequencing Plan

Year	Year 2013				Year 2014												Year 2015											
Month	9	10	11	12	1	2	3	4	5	6	7	8	9	10	11	12	1	2	3	4	5	6	7	8	9			
Crystal Lake School																												
Sequence 1					New Addition						*	K-4 occupancy																
Sequence 2									Summer plus: Roof, Abatement, Systems																		K-6 occupancy	
Sequence 3												Summer plus: 1977 Kitchen/Café/Cym																
Sequence 4																			1955 Wing						*			
Close out																		As-builts, punch list, State Audit										
Windermere School																												
Alterations																												

## Cost Estimate

Crystal Lake		Windermere	Combined Totals
Bldg Envelope			
renovate	\$ 1,770,800	\$ -	
new	\$ 1,659,300	\$ -	
Bldg Infrastructure			
renovate	\$ 1,264,000	\$ 64,697	
new	\$ 629,600	\$ -	
Site	\$ 3,398,000	\$ 214,000	
Renovations	\$ 3,792,800	\$ 1,747,618	
Additions	\$ 1,728,000	\$ -	
Total Const	\$ 14,242,500	\$ 2,026,315	\$ 16,268,815
FF&E & Technology	\$ 1,000,000	\$ 100,000	\$ 1,100,000
Soft Costs 20%	\$ 2,848,500	\$ 405,263	\$ 3,253,763
<b>Total Project</b>	<b>\$ 18,091,000</b>	<b>\$ 2,531,578</b>	<b>\$ 20,622,578</b>
Est Reimb. Bldgs	\$ 9,114,246	\$ 1,265,789	\$ 10,380,035
Est Reimb. Site Acquisition	\$ 162,486	\$ -	\$ 162,486
<b>Total Town Cost</b>	<b>\$ 8,814,268</b>	<b>\$ 1,265,789</b>	<b>\$ 10,080,057</b>

## Construction

- Construction while occupied
- Schedule incorporated into construction documents
- Separations of students / construction
- Coordinate with officials for egress and safety
- Limited programs “on a cart”?

## Probable Costs Info

- Total Project \$20.6 million
- Town Cost \$10.1 million
- State reimbursement = 50.4%
- State reimbursement for land acquisition = 47.8%
- Contingencies added for design, construction, escalation



# Estimated Project Cost Summary

- Crystal Lake Notes:**
- Building systems are based on conventional/high performance equipment.
  - Geo-Thermal (Hybrid scenario) may add up to \$1m. Detailed site/soils analysis/engineering are required to further define scope and budget.

**Site Acquisition Notes:**

- Costs are not included in project costs as it was a previous acquisition. Estimated reimbursement is \$162,486.
- Existing site =9.07 acres.
- Added site = 7.19 acres.
- Total site = 16.26 acres; Allowable acres for reimb. = 13.37 acres
- Est. acquisition reimbursement = 47.79%

Crystal Lake	Windermere	Combined Totals
Bldg Envelope renovate new	Bldg Envelope renovate new	\$ -
Bldg Infrastructure renovate new	Bldg Infrastructure renovate new	\$ 64,697
Site	Site(PK playscape)	\$ 214,000
Renovations	Renovations	\$ 1,747,618
Additions	Additions	\$ -
Total Const	Total Const	\$ 2,026,315
FF&E & Technology	FF&E	\$ 100,000
Soft Costs 20% Bonds/Legal/Finance	Soft Costs 20% Bonds/Legal/Fin.	\$ 405,263
<b>Total Project</b>	<b>Total Project</b>	<b>\$ 2,582,503</b>
Est Reimb. Bldgs	Est Reimb.	\$ 1,291,252
<b>Total Town Cost</b>	<b>Total Town Cost</b>	<b>\$ 1,291,251</b>
		<b>\$ 10,449,861</b>

Site Acquisition-Estimated	
7.19 acres	\$ 340,000
Est.Reimb. @ 47.79%	\$ 162,486
Total Town Cost	\$ 177,514

Total Project of \$21,040,000 was approved at Referendum-February 14, 2012